

KivaNet System

Help Documentation and User Guide

December 5, 2013

LAND DEVELOPMENT IMPLEMENTATION

GENERAL

The Land Development Division, of City Planning and Development Department, Development Services, uses the *LAND and PERMIT MODULES* and to a very limited extent the *INSPECTION MODULE* in the Kiva System. LDD has created unique permit types in Kiva to differentiate the various submittal types that submitted to us. Kiva provides the ability to define the permit types by a four-character (using alphabetical letter or numerals) code. LDD was assigned the use of the letter “S” as the first letter of the four-character permit type code, so all of our permit types start with the Letter “S.” LDD was also assigned the second character to be the letter “E” for the designation of Engineering, therefore all our permit types will start with “SE__”:

Land Development Division, Engineering Services	SE__
Public Works Department, Streets & Traffic Division	SS__ (with one exception, the SEE_
are also assigned to this Department and are not used by LDD)	

The last two characters are used in different ways by the different Department and Divisions of the City to identify each permit type for specific processes, permits, or activities. See the [LDD Permit Types List](#), including types designation and complete description.

General Services ITD - GIS Services maintains all KIVA Land Information System data (i.e. Land Parcels, and Street Segments Parcels), and the corresponding GIS Parcel Graphics. The GIS Group uses the *PERMIT MODULE* to track this internal land maintenance activity.

Land Development Division, Development Services uses the *PERMIT MODULE* to track a variety of activities or processes, including LDD plan reviews associated with infrastructure permitting, platting and associated legal document reviews, construction permitting, and various right-of-way management activities.

Land Development Division does not formally use the *INSPECTION MODULE*. Inspection sign-off is accomplished using the *PERMIT MODULE* (*see example permit summaries*).

LAND MODULE

The City converted approximately 170,000 parcels from our old CICS System into KIVA. Approximately 1900 land parcels still do not have addresses from the old system. City Planning & Development Department (CPDD) provides each *Land Parcel(s)* affected by land development or vacations, via information provided by applicants. Many projects initiated by applicants involve Kiva land maintenance activities. Applicants may use the City’s Mapviewer to search

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

for and identify land parcels associated with their development. See procedure for identifying land parcels at the end of this document.

Land Development Division (LDD) uses information provided by Development Management Division for the existing parcels that are considered to be part of a development entitlement process and General Services ITD - GIS Services associate them with a special land maintenance process permit, type Z000. Several child permits are created to track the various key GIS graphical and Kiva land maintenance activities, one of which is the creation of new Kiva Land Parcels. General Services ITD - GIS Services creates the new lots or land parcels and the new street segments or segment parcels. Segment parcels reflect the centerline r/w of the new streets in the development, usually from intersection to intersection of cross streets. Segment parcels are important because all activities that occur later in the street right-of-way will use these special types of parcels in the corresponding construction activity permits. Permits or Process linked to parcels allows Kiva to keep track of all permits occurring on the parcel and constitutes the first of three primary linking mechanisms provided by the Kiva System.

PERMIT MODULE

Land Development Division utilizes the *PERMIT MODULE* to accomplish several important tracking needs.

- Projects and Applications tracking
- QCR Reviews & Deficiencies
- Plan Reviews & Comments
- Plat Reviews & Status for Council Introduction of the Plat
- Construction Permit Issuance & Completion Status

We also, use Kiva to track the sequential events (e.g. multiple submittals for the same project, plan, or plat), and cross-departmental sequential events (e.g. a Development Management Final Plat application BFPT occurs before an LDD Final Plat Review SEK0). Kiva Genealogy accomplishes this sequential linkage between processes or between department processes as shown below. This constitutes the second of three primary linking mechanisms provided by the Kiva System. SE00 is our General Project Tracking Permit, and SE01 is our LDD Plan Review Tracking Permit. Additionally, the SE02 QCR review is created as a child to the SE01 permit type. Downstream (i.e. to the right or down the genealogy branch) of the SE01 (and SE02) are individual plan review permit types. The SE20 is the LDD Construction Tracking Permit. The SE20 list all construction permit types required for the project and is also the parent permit to all LDD construction permits (see example Permit summaries at the end of this document for more information).

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

PERMIT GENEALOGY

BFPT-----SE00 (DPW General Project Tracking Permit)
|-----SE01 (DPW Plan Review Tracking Permit)
|-----SE02 (DPW QCR Review Permit)
|-----SE02 (QCR Review unless application is made to DCA)
|-----SEA0 (Plan Review – first review of erosion control plan)
|-----SEBG
|-----SEDA
|-----SEA0 (second review of erosion control plan)
|-----SE20
|-----SEC8 (Infrastructure Construction Permit)
|-----SEC3
|-----SEK0 (Plat Review) |-----SEC4
|-----Z000 (Land Maintenance Process)

Example of KivaNet Permit Genealogy

[SE00 T54](#) [\[SUMMARY\]](#) [\[NEW PERMIT\]](#)

Parent Permit(s)	
BFPT T50	[SUMMARY]

Sibling Permit(s)
No Records

Child Permit(s)	
SE01 99	[SUMMARY]
SE02 T02	[SUMMARY]
Z000 T74	[SUMMARY]
SEK0 T52	[SUMMARY]

Where a permit type appears several times in genealogy this is to designate the separate submittal occurrences. This is somewhat different from how some Departments use the *PERMIT MODULE*. In some Departments, a single permit would track the entire review process from initiation to final approval. This also means more activities to look through to find the latest status. Public Work also uses a “T#” or “Temporary Permit Number” (e.g. “T146”) to designate an incomplete review cycle. So if you see a SEBG T238, this is a Street Plan Review Permit that has not been completed and the comments are not sent out. After the comments are sent out, or in the case of a construction permit – when it is issued, the “T#” will be changed to a regular “#” permit number. These implementation decisions make it easier to see if reviews are completed or incomplete and how many reviews it has taken thus far or for approval without having to study an individual permit and a large amount of data within it to get the same answer. This also makes query results more informational. If you click on a permit type or number [SE01 99](#) in either the Parent Permit(s) or Child Permit(s) columns, the genealogy will shift left or right respectively to show additional permits linked to the chain. As you do this, the selected permit will appear at the top of the form above the Sibling Permit(s) column, which also gets updated with the corresponding sibling permits. Click on [\[SUMMARY\]](#) to see the actual permit summary.

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

PROJECT IDENTIFICATION

Kiva has the ability to track a Project (Number, Code, etc.) and corresponding Project Description with each permit. Since Department of Codes Administrations assigns what has historically been referred to as Control Numbers or “CN” numbers, and City Planning & Development assigns Case Numbers and final plat “SD__#__” Numbers, LDD has elected to adopt these outside department Project Identifications unless a project is submitted directly to DPW, which does not have a pre-assigned project identification by another department. An example would be a storm sewer improvement not associated with platting or a building improvement. The Project identification allows Kiva to link various permits together by a common identifier other than permit genealogy and links to specific parcels. This is the third of the three primary linking mechanisms provided by the Kiva System. If you are unable to find the permit or process you are looking for by this method, try one of the other two approaches previously described that links permits together.

However, when we use City Planning and Development’s assigned Project Case Number or Final Plat “SD” Number, we traditionally refer to the project and any of the related permits (including infrastructure permit) by the Final Plat Description or Project Subdivision Name (e.g. Blue Hills 1st Plat). In KIVA we use the Project Description field to store the Project Subdivision Name. Permits can be found using either the number or description field if that information is known. In the rare case that LDD creates its own Project Number and Project Description, the Project will begin with a PW prefix (e.g. PW00000001). The Description we will assign will be the best name for the situation or type of project.

INSPECTIONS

Kiva has a separate *INSPECTION MODULE*. However, the City is currently expanding its network and access to the network at remote sites (Stanley Palmer Engineering Center SPEC, and North Inspection, 63rd Street, etc.) to increase the deployment of this module to more departments. Until the City receives a wireless contract for packet data or increases the network speed and reliability, our LDD remote sites will continue to use the *PERMIT MODULE* to sign-off construction permits. Therefore, Activities in the *PERMIT MODULE* signify notification to the field as well as provide a means of signing off Construction Permits that are field accepted. This will make it easier initially for our DPW KivaNet customers, because you will only need to learn the permit system. Currently all DPW Inspection sign-offs will be shown within the *PERMIT MODULE* activities section.

RFS

This document does not address the *RFS MODULE*.

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

EXAMPLE PERMITS FOR LDD

The following Permit Examples are to provide further explanation on the interpretation of the data stored in KivaNet for our generic permit types.

SE00 - Public Work Engineer Division Project Tracking Permit

The permit tracks and shows the overall milestones for the project.

LDD is the only department that provides a project permit for tracking major completion points by multiple associated with the project.

Permit Summary

Permit:	SE00 T54	Flags:	NO
Description:	PW ENGR DIV PROJ TRACKING PERMIT		
Project:	SD0673G AUTUMN RIDGE-FIFTH PLAT		
Status:	OPEN	Entered:	10-Aug-1999
Issued:		Completed:	

Flags are special restrictions or notes associated with the permit.

Open means the permit is still active.

Issued is not relevant for this type of permit.

Completed is the date the permit closed, completed, or done. Once completed, the Status will be done.

Address	
5201 NW TIFFANY SPRINGS RD	Summary Map

Some permits will have multiple addresses, which means this permit is tied to multiple parcels.

Summary means a summary of the land parcel.

Map or (Go to Map) will take you to the GIS Mapviewer to show the parcel geographically.

Scope of Work
SD0673G - To consider approval of a final plat in District GP-5 (medium density residential) on approximately 7.04 acres generally located at NW 90th Street at N Hull Avenue, creating 24 single family lots.

General description of the project as copied automatically from City Development's permit.

Applicant Information			
Applicant:	LUMBERMENS INVESTMENT CORPORATION		
Representative:	CHARLES HUDSON		
Title:			
Address:	5495 BELTLINE RD SUITE 225		
City/State/Zip:	DALLAS, TX, 75240		
Work Phone:	702-8699	Extension:	
Home Phone:		FAX:	
E-Mail:	mailto:		

Applicant as selected from the list of Professionals (applicant) associated with this project and permit.

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

E-Mail can be use to send e-mail to the applicant by anyone.

Contact Information			
Contact:	JOHN F LUTJEN & ASSOCIATES		
Representative:			
Title:			
Address:	8350 N ST CLAIR AVE		
City/State/Zip:	KANSAS CITY, 64151		
Work Phone:	587-4320	Extension:	
Home Phone:		FAX:	
E-Mail:	mailto:		

Contact as selected from the list of Professionals (contact) associated with this project and permit.

Permit Owner			
Name:	STAR DEVELOPMENT CORP		
Address:	% LUMBERMENS INVEST CORP P O BOX 2030		
City/State/ZIP:	AUSTIN, TX 78768		
Phone:		FAX:	
E-Mail:	mailto:		

Permit Owner as selected from the parcel.

Professionals/Contractors
JOHN F. LUTJEN & ASSOC., INC as ENGINEER 8350 N ST. CLAIR AVENUE KANSAS CITY, MO 64151 ENGINEER - ENGINEER License: Expires:
JOHN F. LUTJEN & ASSOC., INC as ENGINEER 8350 N ST. CLAIR AVENUE KANSAS CITY, MO 64151 SURVEYOR - SURVEYOR License: Expires:
LUMBERMEN'S INVESTMENT CORP as DEVELOPER 5495 BELTINE ROAD, SUITE 225 DALLAS, TX 75240 DEVELOPER - DEVELOPER License: Expires: 01-Jan-2000

Professionals associated with the permit and project. Each permit can have multiple Professionals.

Structure Classification			
Initial Value:	\$0.00	Calculated Value:	\$0.00
Standard Plan:		Public Project:	NO
# of Structures:		# of Res. Units:	

Not relevant for this type of permit.

Structure Class:		
------------------	--	--

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

Model:		
Construction Type:		
Occupancy Type:		
Total Floor Area:		

Not relevant for this type of permit.

Fees			
Fee Code	Description	Fee Amount	Amount Due
There are no fees for this application.			

Not relevant for this type of permit.

Conditions of Approval			
Seq.	Condition	Description	Status
There are no conditions for this application.			

Not relevant for this type of permit.

Inspections						
Inspection	Result	Completed Date	Completed By	Schedule	C	N
There are no inspections for this permit.						

Not relevant for this type of permit.

Activities							
GIS/LAND DATA ACCEPTABLE FOR PLAT INTRO is the current activity. This activity is available for work as of 17-Dec-1999 and should be completed by 26-Apr-2000.							
Description	Assigned	Nodes		Dur.	Schedule d	Completed	Decision
		Beg	End				
PROJ. CONST. PLANS, STDY'S, ETC. APPR'VD	GB0445	1	2	90	10-Aug-1999	24-Oct-2000	APPROVED
Comment: APPROVED							
PROJ. PLAT. ESMT'S, DEEDS, ETC. APPR'VD	JH0820	1	2	90	10-Aug-1999	05-Oct-2000	APPROVED
GIS/LAND DATA ACCEPTABLE FOR PLAT INTRO	SM0584	2	3	90	17-Dec-1999		
REQUIRED PW PERMITS ISSUED SEE "SE20"	HB7130	3	4	30	27-Apr-2000	24-Oct-2000	APPROVED
Comment: COMPLETE							

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

PROJ. PLAT. ESMT'S, DEEDS, ETC. RECORDED	JH0820	4	5	30	08-Jun- 2000	21-Nov- 2000	RECOR DED
--	--------	---	---	----	-----------------	-----------------	--------------

These are the major activities that track the development process.

The first activity shows the status of all major engineering approvals for Plat Introduction.

The second activity shows the status of all major plat and legal document approvals for Plat Introduction.

The third activity shows that status of all GIS and graphical approvals for Plat Introduction.

The fourth activity shows that status of all permitting requirements for Plat Recording.

The fifth activity shows that status of Plat Recording.

Parcel Flags		
Flag	Description	Status
There are no flags on any parcels tied to this application.		

Permit Flags if any exist.

Comments
There are no comments on this application.

This is a general comment section.

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

SE01 - LDD Plan Review Tracking Permit

This permit tracks and shows the overall milestones for the Development Services Plan Review group efforts associated with the project. This permit differs from the SE00 permit in the type of activities. This permit shows required plan review types, individual status, review holds, and overall review status. After all approvals are obtained the first activity in the SE00 permit is updated.

Permit Summary

Permit:	SE01 99	Flags:	NO
Description:	SEDR GEN PROJ PRMT PLAN REVIEW		
Project:	AUTUMN RIDGE-FIFTH PLAT		
Status:	DONE	Entered:	10-Aug-1999
Issued:	05-Dec-2000	Completed:	05-Dec-2000

Same as other permits presented

Address	
5201 NW TIFFANY SPRINGS RD	Summary Map

Same as other LDD permits presented in this manual.

Scope of Work
SD0673G - To consider approval of a final plat in District GP-5 (medium density residential) on approximately 7.04 acres generally located at NW 90th Street at N Hull Avenue, creating 24 single family lots.

Same as other LDD permits presented in this manual.

Applicant Information			
Applicant:	KINCAID CONSTRUCTION INC.		
Representative:	CHARLES HUDSON		
Title:			
Address:	2700 ROCKCREEK PARKWAY, SUITE 105		
City/State/Zip:	NORTH KANSAS CITY, MO, 64117		
Work Phone:		Extension:	
Home Phone:	816-471-7400	FAX:	
E-Mail:	mailto:		

Same as other LDD permits presented in this manual.

Contact Information	
Contact:	JOHN F LUTJEN & ASSOCIATES
Representative:	
Title:	
Address:	8350 N ST CLAIR AVE

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

City/State/Zip:	KANSAS CITY, 64151		
Work Phone:	587-4320	Extension:	
Home Phone:		FAX:	
E-Mail:	mailto:		

Same as other LDD permits presented in this manual.

Permit Owner			
Name:	STAR DEVELOPMENT CORP		
Address:	% LUMBERMENS INVEST CORP P O BOX 2030		
City/State/ZIP:	AUSTIN, TX 78768		
Phone:		FAX:	
E-Mail:	mailto:		

Same as other LDD permits presented in this manual.

Professionals/Contractors
JOHN F. LUTJEN & ASSOC., INC as ENGINEER 8350 N ST. CLAIR AVENUE KANSAS CITY, MO 64151 ENGINEER - ENGINEER License: Expires:
JOHN F. LUTJEN & ASSOC., INC as ENGINEER 8350 N ST. CLAIR AVENUE KANSAS CITY, MO 64151 SURVEYOR - SURVEYOR License: Expires:
LUMBERMEN'S INVESTMENT CORP as DEVELOPER 5495 BELTINE ROAD, SUITE 225 DALLAS, TX 75240 DEVELOPER - DEVELOPER License: Expires: 01-Jan-2000

Same as other LDD permits presented in this manual.

Structure Classification			
Initial Value:	\$0.00	Calculated Value:	\$0.00
Standard Plan:		Public Project:	NO
# of Structures:		# of Res. Units:	

Not relevant for this type of permit.

Structure Class:		
Model:		
Construction Type:		
Occupancy Type:		
Total Floor Area:		

Not relevant for this type of permit.

Fees			
Fee Code	Description	Fee Amount	Amount Due

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

There are no fees for this application.

Not relevant for this type of permit

Conditions of Approval			
Seq.	Condition	Description	Status
1	SE01000100	GEN PLN APP PRIOR TO PLAT INTRODUCTION	OPEN

Condition of Approval may exist as a checklist or as a hard condition. For City use only.

Inspections						
Inspection	Result	Completed Date	Completed By	Schedule	C	N
There are no inspections for this permit.						

Not relevant for this type of permit

Activities							
Description	Assigned	Nodes		Dur.	Schedule	Completed	Decision
		Beg	End				
REVIEW STATUS-ALL REVIEWS	GB0445	1	2	29	10-Aug-1999	05-Dec-2000	COMPLETED
Comment: ALL REVIEWS HAVE BEEN COMPLETED!							
REQ'D PLAN REVIEW TYPES & STATUS	GB0445	1	2	29	10-Aug-1999	09-Aug-2000	APPROVED
Comment: APPROVED TO RUN MYLARS - 9-AUG-2000							
SEDR REVIEW SIGNOFF FOR PLAT INTRO	GB0445	2	3	4	21-Sep-1999	09-Aug-2000	APPROVED
Comment: PLAT INTRO APPROVED 9-AUG-00							

These are the major activities that track the required review process.

The first activity shows the status of all engineering approvals for Plat Introduction and Permitting.

The second activity shows the required infrastructure plan review types. Click to see each and their status.

The third activity shows the status of the plan review group's review of the plat for Plat Introduction.

Permit Flags		
Flag	Description	Status
There are no permit flags on this application.		

Permit Flags if any exist.

Comments
There are no comments on this application.

This is a general comment section.

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

SE02 - LDD Quality Control Review

The permit tracks and shows the status of Development Services Plan Review group's Quality Control Review "QCR." This permit must be approved before a project application for infrastructure review is accepted.

Permit Summary

Permit:	SE02 T2	Flags:	NO
Description:	SEDR PROJECT QCR REVIEW		
Project:	TEST		
Status:	DONE	Entered:	05-Jan-2002
Issued:		Completed:	05-Jan-2002
Expiration:	25-Dec-2003	Next Renewal:	

Same as other LDD permits presented in this manual.

Address	
7701 N SHANNON AV	Summary Map

Same as other LDD permits presented in this manual.

Scope of Work
LDD DEVELOPMENT SERVICES QCR REVIEW 18TH FLOOR CITY HALL ****This section for project verification purposes**** Project Name: _____ General Description: _____ Misc. Information: _____ PRC __dte__ CPC __dte__ ****General Information**** This permit contains all information pertaining a LDD Department Quality Control Review "QCR" of your project. The permit logs the QCR submittal and resubmittal dates, submittal components, any deficiencies in the submittal components, and review status. QCR approval allows the project submittal to be accepted for a full technical review. Review deficiencies are listed in the "QCR REVIEW" - "Activity Notes" section of this permit. The associate assigned to conduct the activity review is your primary contact for this project unless notified otherwise.

Same as other LDD permits presented in this manual.

Applicant Information			
Applicant:	HUNT MIDWEST REAL ESTATE DEVEL		
Representative:			
Title:	CONTACT		
Address:	8300 N,E, UNDERGROUND DRIVE		
City/State/Zip:	KANSAS CITY, MO, 64161		
Work Phone:		Extension:	
Home Phone:		FAX:	

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

E-Mail:	mailto:
----------------	-------------------------------

Same as other LDD permits presented in this manual.

Contact Information			
Contact:	HUNT MIDWEST REAL ESTATE DEVEL		
Representative:			
Title:	CONTACT		
Address:	8300 N,E, UNDERGROUND DRIVE		
City/State/Zip:	KANSAS CITY, MO, 64161		
Work Phone:		Extension:	
Home Phone:		FAX:	
E-Mail:	mailto:		

The following Sections are not shown:

[Permit Owner](#)

[Professionals/Contractors Not Shown](#)

[Structure Classification](#)

[Conditions of Approval](#)

[Inspection](#)

[Permit Flags](#)

Fees			
Fee Code	Description	Fee Amount	Amount Due
SE02QCRRES	QCR RESUBMITTAL FEE	\$56.00	\$0.00
Total:		\$56.00	\$0.00

Fees show the amount paid for the permit. More detail can be obtained by clicking on the Fee Code.

Activities							
Description	Assigned	Nodes		Dur.	Scheduled	Completed	Decision
		Beg	End				
QUALITY CONTROL REVIEW OF PROJECT	DW2411	1	2	2	05-Jan-2002	05-Jan-2002	DENIED
QCR RESUBMITTAL	DW2411	2	3	3	08-Jan-2002	12-Jan-2002	RECEIVE DAP
QUALITY CONTROL REVIEW OF PROJECT	DW2411	3	4	2	12-Jan-2002	14-Jan-2002	DENIED
QCR RESUBMITTAL	DW2411	4	5	3	14-Jan-2002	17-Jan-2002	RECEIVE DAP
QUALITY CONTROL REVIEW OF PROJECT	DW2411	5	6	2	17-Jan-2002	18-Jan-2002	APPROVED
COMPLETE LOG-IN/ASSIGN FOR PROJ REVIEW	DW2411	6	7	1	18-Jan-2002	19-Jan-2002	COMPLETED

These are the major activities that track the required QCR review process.

The first activity shows the status of initial QCR review attempt.

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

The second activity shows when the applicant resubmitted for a second try.
 The third activity shows the status of the 2nd review (1st resubmittal) attempt.
 The fourth activity shows when the applicant resubmitted for a third try.
 The fifth activity shows the status of the 3rd review (2nd resubmittal) attempt, which also requires a fee.
 The sixth activity shows the status of the complete log-in process for full technical review.

Click on the Activity Description to view the details or Actions for that activity.
 The detailed Actions for the 3rd Activity above are shown below, which includes the [Review Comments](#).

Permit:	SE02 T2	Project:	PW000000099
Address:	7701 N SHANNON AV		

Activity Code:	SE02QCRREV	Activity Status:	DONE
Description:	QUALITY CONTROL REVIEW OF PROJECT		
Assigned To:	DION WALDON 513-2604		
Available:	06-Jan-2002	Target Completion:	07-Jan-2002
Start Work:	12-Jan-2002	Est. Completion:	07-Jan-2002
Total Days:	0	Allocated Days:	2
Est. Days:	2	Working Days:	0
Comments:			
Sign-off By:	DW2411	Date:	14-Jan-2002
Decision:	DENIED APPROVAL DENIED		

Actions				
Description	Tickler Date	Status	Completed	Notes
LOG-IN/COLLECT-VERIFY FEES		DONE	12-Jan-2002	NONE
ASSIGN SITUS ADDRESS TO PERMIT		DONE	12-Jan-2002	NONE
QUALITY CONTROL REVIEW GENERAL COMMENTS		DONE	14-Jan-2002	EXIST
DOCUMENTS RECEIVED		DONE	12-Jan-2002	NONE

Click on the [Exist](#) text in the Notes column to view the Review Comments as shown below.
 Note: Because of the way this permit is setup all prior review comments will appear as separate notes along with the comments for the Action Note selected. The Action Note selected will appear last.
 The Review Comments below are for the existing notes on the 3rd Actions of the 3rd Activity above.

Permit:	SE02 T2	Project:	PW000000099
Address:	7701 N SHANNON AV		

Activity:	SE02QCRREV - QUALITY CONTROL REVIEW OF PROJECT		
Action:	SE02007010 - QUALITY CONTROL REVIEW GENERAL COMMENTS		
Status:	DONE	Completed:	12-Jan-2002

Notes			
Note Description	Status	Entered By	Date

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

QCR RESULTS	OPEN ITEMS	DW2411	05-JAN-02
<p>LDD City Planning and Development Department Development Services Phone: _____ Fax: _____ Project Number: _____ Submittal/Resubmittal Date(s): 5-Jan-02 7-Jan-02 Project Name: Test Scope of Project: Residential - Commercial - Industrial Applicant's Contact Person: Melvin Dunsworth Contact Person's Phone/Fax: 763-4444 fax 763-4777 QCR Meeting (or review) Date(s): 5-Jan-02 7-Jan-02 QCR Meeting Attendees: na QCR Comments By: Dion Waldon, Review Engineer Drawing Storage _____ Based upon Quality Control Review (QCR) of this application for a _____ permit, the following required items have not been included in the plans submittal package: 1. Submit (8) original sealed site plans with the following A). property lines labeled as "property lines". B). show the legal description. C). show how erosion control is maintained. D) Show legend on all plan sets *** ok dew 8-Jan- 02 2. Shall have designer of record sign/ certify checklist, note designer of record is individual who seals the plans. *** ok dmp 6-21-01 *** Please be advised that this application will not be activated into plans review process until information requested above</p>			
Note Description	Status	Entered By	Date
QCR RESULTS	OPEN ITEMS	DW2411	14-JAN-02
<p>LDD City Planning and Development Department Development Services Phone: _____ Fax: _____ Project Number: _____ Submittal/Resubmittal Date(s): 12-Jan-02 Project Name: Test Scope of Project: Residential - Commercial - Industrial Applicant's Contact Person: Mr. Anybody Contact Person's Phone/Fax: 763-**** fax 763-**** QCR Meeting (or review) Date(s): 14-Jan-02 QCR Meeting Attendees: na QCR Comments By: Dion Waldon, Review Engineer Drawing Storage _____ Based upon Quality Control Review (QCR) of this application for Infrastructure Permits, the following required items have not been included in the plans submittal package: 1. Submit (8) original sealed site plans with the following A) Were addressed. B) Were addressed. C) Not Addressed - show how erosion control is maintained. D) Were addressed. *** ok dew 14-Jan-02 2. Shall have designer of record sign/ certify checklist, note designer of record is individual who seals the plans. *** ok dmp 6-21- 01 *** Please be advised that this application will not be activated into plans review process until information requested above is submitted.</p>			

Status indicates whether there are still open items listed in the review comments.

Entered By indicates who entered or prepared the notes.

Date indicates the date the notes were finalized.

Permit Flags are not shown for this permit

Continuing with the main Permit Summary is the Comments block shown below. The Comments summary is where the Documents Received information is stored. This corresponds with the last Activity of the permit summary information.

Comments
<p>Entered By: DW2411 Date: 05-Jan-2002 REC'D LTR DTD 1/05/02, Certified Checklist, 8 Sets Street & Storm, 8 Sets of Sanitary, 6 Street Lighting, 8 Sets of separate Erosion Control Plans, 2 Sets of Drainage Study, 4 Offsite Easements, and 1 Agreement for Offsite Street Improvements.</p>

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

Entered By: DW2411 Date: 12-Jan-2002 REC'D RESPONSE LTR DTD 1/12/02, Certified Checklist, Corrected 8 Sets Street & Storm, and 2 more Offsite Easements.
Entered By: DW2411 Date: 13-Jan-2002 DTD 1/14/02, Received phone call from applicant and addressed questions regarding QCR comments.
Entered By: DW2411 Date: 17-Jan-2002 REC'D LTR DTD 1/17/02, \$56.00 Check, Certified Checklist, 8 Sets Sealed Street & Storm with all changes.

These are submittal documents received for this project.

Utility Clearances
There are no Utility Clearances on this application.

Not relevant for this type of permit

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

SEFA - LDD Sanitary Sewer Plan Review Permit

This is a example plan review type permit that tracks and shows the status of Development Services Plan Review group's plan review, in this case Sanitary Sewer Review. This permit is indicative of all plan review permit types.

Permit Summary

Permit:	SEFA 394	Flags:	NO
Description:	SEDR SANITARY SEWER PLAN REVIEW		
Project:	AUTUMN RIDGE-FIFTH PLAT		
Status:	DONE	Entered:	14-Oct-1999
Issued:	14-Oct-1999	Completed:	14-Oct-1999
Expiration:	03-Oct-2001	Next Renewal:	

Address	
5201 NW TIFFANY SPRINGS RD	Summary Map

Scope of Work
SD XX - To consider approval of a final plat in District x on approximately x acres generally located at x, creating x lots.

Applicant Information			
Applicant:	KINCAID CONSTRUCTION INC.		
Representative:	CHARLES HUDSON		
Title:			
Address:	2700 ROCKCREEK PARKWAY, SUITE 105		
City/State/Zip:	NORTH KANSAS CITY, MO, 64117		
Work Phone:		Extension:	
Home Phone:	816-471-7400	FAX:	
E-Mail:	mailto:		

Contact Information			
Contact:	JOHN F LUTJEN & ASSOCIATES		
Representative:			
Title:			
Address:	8350 N ST CLAIR AVE		
City/State/Zip:	KANSAS CITY, 64151		
Work Phone:	587-4320	Extension:	
Home Phone:		FAX:	

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

E-Mail:	mailto:
----------------	-------------------------------

Permit Owner	
Name:	STAR DEVELOPMENT CORP
Address:	% LUMBERMENS INVEST CORP P O BOX 2030
City/State/ZIP:	AUSTIN, TX 78768
Phone:	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
FAX:	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
E-Mail:	mailto:

Professionals/Contractors
JOHN F. LUTJEN & ASSOC., INC as ENGINEER 8350 N ST. CLAIR AVENUE KANSAS CITY, MO 64151 ENGINEER - ENGINEER License: Expires:
JOHN F. LUTJEN & ASSOC., INC as ENGINEER 8350 N ST. CLAIR AVENUE KANSAS CITY, MO 64151 SURVEYOR - SURVEYOR License: Expires:
LUMBERMEN'S INVESTMENT CORP as DEVELOPER 5495 BELTINE ROAD, SUITE 225 DALLAS, TX 75240 DEVELOPER - DEVELOPER License: Expires: 01-Jan-2000

The following Sections are not shown:

[Permit Owner](#)

[Structure Classification](#)

[Conditions of Approval](#)

[Inspection](#)

[Permit Flags](#)

Activities							
Description	Assigned	Nodes		Dur.	Scheduled	Completed	Decision
		Beg	End				
REVIEW COMMENTS ACTIVITY	GB0445	4	5	0	25-Oct-1999	14-Oct-1999	APPROVED
Comment: APPROVED							

This is the major activity that tracks the required review process.

This activity shows the status of review attempt.

Click on the Activity Description to view the details or Actions for that activity.

The detailed Actions for the Activity above is shown below, which includes the [Review Comments](#).

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

Permit:	SEFA 394	Project:	SD0673G
Address:	5201 NW TIFFANY SPRINGS RD		
Activity Code:	SEFA007000	Activity Status:	DONE
Description:	REVIEW COMMENTS ACTIVITY		
Assigned To:	CHRIS WILLIAMS 816-513-2563		
Available:	25-Oct-1999	Target Completion:	25-Oct-1999
Start Work:	06-Aug-1999	Est. Completion:	14-Oct-1999
Total Days:	0	Allocated Days:	1
Est. Days:	0	Working Days:	
Comments:	APPROVED		
Sign-off By:	CW3172	Date:	14-Oct-1999
Decision:	APPROVED APPROVAL GRANTED		

Actions				
Description	Tickler Date	Status	Completed	Notes
ALL REVIEW COMMENTS FOR THIS DTD ACTION		DONE	14-Oct-1999	EXIST

Click on the [Exist](#) text in the Notes column to view the Review Comments as shown below.

Note: Because of the way this permit is setup all prior review comments will appear as separate notes along with the comments for the Action Note selected. The Action Note selected will appear last.

Permit:	SEFA 35	Project:	SD0673G
Address:	5201 NW TIFFANY SPRINGS RD		
Activity:	SEFA007000 - REVIEW COMMENTS ACTIVITY		
Action:	SEFA007020 - IF APPROVED COMMENTS		
Status:	DONE	Completed:	14-Oct-1999
Notes			
Note Description	Status	Entered By	Date
SEDR CONST PLAN APPROVED SUBMIT 8 SETS	APPROVED	CW3172	14-OCT-99
<p>We have completed the review of the above referenced submittal and submit to you the following comments. Plans are marked "Approved as Noted". Plans will not be permitted until the Land Disturbance permit has been issued. Correction, plans were submitted on August 6, 1999 and not on the date shown above. Please submit all required executed off-site easements. In addition, please mark plans approved in accordance with the state sealing regulations before final approval. Submit eight (8) sets for final approval and an itemized cost estimate for work to be done. After plans are final approved for issuance of permits, please inform your contractor of the required permits, and have your contractor contact the Permit Section at 513-2552 for additional instructions on the issuance of permits.</p>			

Status indicates whether there are still open items listed in the review comments.

[Entered By](#) indicates who entered or prepared the notes.

[Date](#) indicates the date the notes were finalized.

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

SEK0 - LDD Final Plat Review Permit

The permit tracks and shows the status of Development Services Plat Review group's Final Plat review. After all activities are completed for this permit the second activity in the SE00 permit is updated.

Permit Summary

Permit:	SEK0 T52	Flags:	NO
Description:	SEDP PW FINAL PLAT REVIEW PERMIT		
Project:	AUTUMN RIDGE-FIFTH PLAT		
Status:	DONE	Entered:	10-Aug-1999
Issued:		Completed:	14-Mar-2001

Same as other LDD permits presented in this manual.

Address	
5201 NW TIFFANY SPRINGS RD	Summary Map

Same as other LDD permits presented in this manual.

Scope of Work
SD0673G - To consider approval of a final plat in District GP-5 (medium density residential) on approximately 7.04 acres generally located at NW 90th Street at N Hull Avenue, creating 24 single family lots.

Same as other LDD permits presented in this manual.

Applicant Information			
Applicant:	LUMBERMENS INVESTMENT CORPORATION		
Representative:	CHARLES HUDSON		
Title:			
Address:	5495 BELTLINE RD		
	SUITE 225		
City/State/Zip:	DALLAS, TX, 75240		
Work Phone:	702-8699	Extension:	
Home Phone:		FAX:	
E-Mail:	mailto:		

Same as other LDD permits presented in this manual.

Contact Information		
Contact:	JOHN F LUTJEN & ASSOCIATES	
Representative:		
Title:		
Address:	8350 N ST CLAIR AVE	
City/State/Zip:	KANSAS CITY, 64151	
Work Phone:	587-4320	Extension:

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

Home Phone:		FAX:	
E-Mail:	mailto:		

The following Sections are not shown:

[Permit Owner](#)

[Professionals/Contractors Not Shown](#)

[Structure Classification](#)

[Fees](#)

[Conditions of Approval](#)

[Inspection](#)

[Permit Flags](#)

Activities							
PWD GIS SEK0 NOTIFICATION OF FINAL PLAT is the current activity. This activity is available for work as of 31-Jul-2001 and should be completed by 31-Jul-2001.							
Description	Assigned	Nodes		Dur.	Schedule d	Comple ted	Decision
		Beg	End				
APPLICATION ENTRY	JH0820	1	2	1	10-Aug-1999	10-Aug-1999	COMPLETED
PLAT REVIEW CHECKLIST	RH2537	2	3	720	11-Aug-1999	21-Nov-2000	RECORDED

These are the major activities that track the required plat review process.

The first activity shows the status application entry.

The second activity shows the required plat review checklist items. [Click to see each and their status.](#)

Comments
<p>Entered By: RH2537 Date: 11-Aug-1999 PRC comment (8/25/99): GIS Does close per Scott but *recheck #204 north coordinate & CL dimension of nw 90th.</p>
<p>Entered By: JH0820 Date: 14-Mar-2001 ORD 001314 APPROVING THE PLAT PASSED 10/5/00 10/24/00 - PW CLEARANCE MEMO TO CLERK 11/21/00 - PLAT RECORDED (#51-93)</p>

These are general comments for this permit.

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

SE20 - LDD Permit Issuance Tracking Permit

This permit tracks and identifies required permits to be issued, and is the parent permit to all Construction permits in genealogy (see genealogy example below), which make it easy to find all infrastructure permit that have been created or issued (see permit number to tell if permit is issued or not). After all activities are completed for this permit the fourth activity in the SE00 permit is updated to reflect the new status.

Permit Summary

Permit:	SE20 46	Flags:	NO
Description:	SEDR GEN PERMIT ISSUANCE TRACKING		
Project:	AUTUMN RIDGE-FIFTH PLAT		
Status:	DONE	Entered:	14-Oct-1999
Issued:	05-Dec-2000	Completed:	05-Dec-2000

The following Sections are not shown since they are the same as the other permits:

[Address](#)

[Scope of Work](#)

[Applicant Information](#)

[Contact Information](#)

[Permit Owner](#)

[Professionals/Contractors Not Shown](#)

[Structure Classification](#)

[Fees](#)

[Conditions of Approval](#)

[Inspection](#)

[Permit Flags](#)

Activities							
Description	Assigned	Nodes		Dur .	Schedule d	Complete d	Decision
		Beg	End				
REQ'D CONST PERMITS - TYPES & STATUS	GB0445	1	2	29	14-Oct-1999	05-Dec-2000	APPROVED
Comment: APPROVED							
PERMIT ISSUANCE GEN STATUS	GB0445	2	3	10	29-Nov-1999	05-Dec-2000	COMPLETED
Comment: ALL PERMITS HAVE BEEN ISSUED!							

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

Typical Permit Genealogy for SE20 Permit

[SE20 46 \[SUMMARY\]](#) [\[NEW PERMIT\]](#)

Parent Permit(s)	
SE01 99	[SUMMARY]

Plan Review Tracking Permit

Sibling Permit(s)	
SEBG 39	[SUMMARY]
SEFA 35	[SUMMARY]
SEIA 6	[SUMMARY]
SEBG 45	[SUMMARY]
SEFA 41	[SUMMARY]
SEGB 5	[SUMMARY]
SEQA 11	[SUMMARY]
SEDE 11	[SUMMARY]
SEFD 22	[SUMMARY]
SEFD 23	[SUMMARY]
SEDE 13	[SUMMARY]
SEIA 30	[SUMMARY]

Child Construction Permit

Child Permit(s)	
SEC3 70077262	[SUMMARY]
SEC4 70077260	[SUMMARY]
SEC5 70077261	[SUMMARY]
SEC8 70077263	[SUMMARY]
SEC5 70078211	[SUMMARY]
SEC6 70079600	[SUMMARY]

Plan Review Permits

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

SEC3 - LDD Infrastructure Permit

This permit shows a typical sewer permit. Sewer permits are different than other infrastructure permits. All sewer permits require as-built submittals after the permit work is completed in the field. All permits SEC2 – SEC8 are similar

Permit Summary

Permit:	SEC3 70078963	Flags:	NO
Description:	SANITARY SEWER CONSTRUCTION		
Project:	NORTH HAMPTON SEVENTH PLAT		
Status:	OPEN	Entered:	18-Jul-2000
Issued:	18-Jul-2000	Completed:	

Flags are special restrictions or notes associated with the permit.

Open means the permit is still active.

Issued indicates when the permit has been issued.

Completed is the date the permit closed, completed, or done. Once completed, the Status will be done.

Office staff will close the permit. Inspection field staff sign-off the inspection notification activity to signify the fieldwork is completed. See activities below.

Address	
11200 N LEWIS	Summary Map

Same as other LDD permits presented in this manual.

Scope of Work
DESCRIPTION: CONSTRUCT NEW SANITARY SEWER LINE CONSISTING OF 5324 LFT OF 8" SDR 35 PVC, 36 NOS OF 4 FT DIA STD MH AND 1NO OF DROP MANHOLE ETC AS SHOWN IN THE APPROVED DRAWINGS FOR NORTH HAMPTON 7TH PLAT LOCATED IN CLAY COUNTY OF KANSAS CITY, MISSOURI.(SE 1/4 OF SEC : 22-52-32).

Detail of work to be permitted under this permit.

Applicant Information	
Applicant:	HAINES & ASSOCIATES CONST. CO.
Representative:	PS INC,
Title:	CONTACT
Address:	6214 N.W. KELLY DRIVE
City/State/Zip:	PARKVILLE, MO, 64152
Work Phone:	Extension:
Home Phone:	FAX:
E-Mail:	mailto:

Same as other LDD permits presented in this manual. Applicant is the permittee!

Contact Information
Contact: HAINES & ASSOCIATES CONST. CO.

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

Representative:	PS INC,		
Title:	CONTACT		
Address:	6214 N.W. KELLY DRIVE		
City/State/Zip:	PARKVILLE, MO, 64152		
Work Phone:		Extension:	
Home Phone:		FAX:	
E-Mail:	mailto:		

Same as other LDD permits presented in this manual.

Permit Owner
There is no permit owner.

Not relevant for this type of permit

Professionals/Contractors
WEISKIRCH & PARKS as DESIGN 111 NORTH MAIN, SUITE 10 INDEPENDENCE, MO 64050 ENGINEER - ENGINEER License: Expires: 01-Jun-2005
NORTHWEST LAND COMPANY as DEVELOPER 17 WEST KANSAS AVENUE LIBERTY, MO 64068 DEVELOPER - DEVELOPER License: Expires:
HAINES & ASSOCIATES CONST. CO. as APPLICANT 6214 N.W. KELLY DRIVE PARKVILLE, MO 64152 CONT DPW - PUBLIC WORKS GENERAL CONTRACTOR License: Expires:

Same as other LDD permits presented in this manual.

Structure Classification			
Initial Value:	\$0.00	Calculated Value:	\$0.00
Standard Plan:		Public Project:	NO
# of Structures:		# of Res. Units:	

Not relevant for this type of permit.

Structure Class:		
Model:		
Construction Type:		
Occupancy Type:		
Total Floor Area:	0	

Not relevant for this type of permit

Fees

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

Fee Code	Description	Fee Amount	Amount Due
SEC3456780	ALL NEW CONSTRUCTION	\$10,899.56	\$0.00
Total:		\$10,899.56	\$0.00

Fees show the amount paid for the permit. More detail can be obtained by clicking on the Fee Code.

Conditions of Approval			
Seq.	Condition	Description	Status
1	SEC3456780	BE SURE TO GET ORIGINAL BOND	OPEN
2	SEC0000000	PROPOSED DEVELOPMENT AND CONDITIONS	OPEN
3	SEC0000001	PW, ENGINEERING PLAN FILE NUMBER	OPEN
4	SEC0000002	BOND NUMBER	OPEN
5	SEC0000003	LOCATION OF SANITARY SEWER CONSTRUCTION	OPEN
6	SEC0000006	LOCATION OF WORK	OPEN
7	SEC0000007	NAME OF DEVELOPMENT	OPEN
8	SEC0000008	SUBDIVISION AND LOTS SERVED	OPEN

Check list of items to be checked by City Staff issuing the permit.

Inspections						
Inspection	Result	Completed Date	Completed By	Schedule	C	N
There are no inspections for this permit.						

Not relevant for this type of permit. See Permit Activities below.

Activities							
PREPARE REQUEST FOR ASBUILT LETTER is the current activity. This activity is available for work as of 19-Jun-2001 and should be completed by 20-Jun-2001.							
Description	Assigned	Nodes		Dur.	Schedule	Completed	Decision
		Beg	End				
INSPECTION NOTIFICATION & SIGNOFF	PR4023	5	6	240	18-Jul-2000	05-Oct-2001	ACCEPTED
PREPARE REQUEST FOR ASBUILT LETTER	SW7381	6	7	2	19-Jun-2001		

These are the major activities that show the status of the issued permit.

The first activity shows the status of the field construction work.

The second activity shows the status of issuance of the as-built request letter.

Parcel Flags		
Flag	Description	Status
There are no flags on any parcels tied to this application.		

Comments are not relevant for this type of permit.

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

SEC5 - LDD Infrastructure Permit

This permit shows a typical non-sewer permit, in this case a Street Construction Permit. These permits do not require as-built submittals after the permit work is completed in the field. Upon field completion of the work final acceptance letters are issued. All permits SEC5, SEC6, SEC7, and SEC8 are similar in this respect.

Permit Summary

Permit:	SEC5 70079392	Flags:	NO
Description:	STREET CONSTRUCTION		
Project:	NORTH HAMPTON SEVENTH PLAT		
Status:	OPEN	Entered:	25-Aug-2000
Issued:	25-Sep-2000	Completed:	

The following Sections are not shown since they are the same as the other construction permits:

[Address](#)

[Scope of Work](#)

[Applicant Information](#)

[Contact Information](#)

[Permit Owner](#)

[Professionals/Contractors Not Shown](#)

[Structure Classification](#)

[Fees](#)

[Conditions of Approval](#)

[Inspection](#)

[Permit Flags](#)

Activities							
INSPECTION NOTIFICATION & SIGNOFF is the current activity. This activity is available for work as of 20-Nov-2000 and should be completed by 24-Oct-2001.							
Description	Assigned	Nodes		Dur.	Schedule d	Comple ted	Decision
		Beg	End				
INSPECTION NOTIFICATION & SIGNOFF	PR4023	1	2	240	20-Nov-2000		
PREPARE NOTICE OF FINAL ACCEPTANCE LTR	SW7381	2	3	2	25-Oct-2001		

These are the major activities that show the status of this issued permit.

The first activity shows the status of the field construction work, which will be signed off by field staff.

The second activity shows the status of issuance of the final acceptance letter by office staff.

Reference Manual

KivaNet System

Help Documentation and User Guide

December 5, 2013

PROCEDURE FOR IDENTIFYING LAND PARCELS

Step 1. Go to Kansas City webpage www.kcmo.gov and search for Maps

Step 2. After getting to the City's Mapviewer. (Make sure Autodesk plug-in is installed or map will not appear. General instructions will appear on the Mapviewer when you first enter the site on how to use the map viewer features. See area just above the Map of the City.

Step 3. Next, use the "Search for an address:" feature to locate a particular parcel by the address. Click on the owner hyperlink produced by the address search. This will cause several buttons to appear just below the map area, after the map zooms to the parcel identified in the search.

Step 4. Next view the Land Information. The Kiva Land Information System identifies several pieces of information about the parcel.

Parcel Address:

Parcel PIN

Parcel APN (County Number):

Owner Info:

(Mailing Address)

1990 Census Neighborhood:

Bulky Pickup (day of the month):

Subdivision:

Land Value:

Improvement Value:

Zoning:

Legal Description:

Many applications and processes will require that you provide the Parcel Assessor Parcel Numbers "APN's" for the affected parcels involved in the application. This process works regardless of whether the parcel is a LAND PARCEL or a STREET SEGMENT PARCEL!

Step 5. Next click on the (-) feature to zoom out. Use the zoom selected other areas as required to find other parcels and the Get Parcel Information to find your APN's.

Reference Manual